

**IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY
ADMINISTRATORS**

Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063

Board Meeting Minutes of 1/22/2015

BOARD MEMBERS PRESENT: Heidi Brough Nye - Chair
Benjamin E Doty
Kristen E Hyde
Linda L. Simon

BOARD MEMBERS ABSENT: Ann L Moss

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Administrative Support Manager
Lori Peel, Investigative Unit Manager
Maurie Ellsworth, Legal Counsel
Eric Nelson, Board Prosecutor

OTHERS PRESENT: Jamie Simpson, Licensing and Certification
Robert Vande Merwe, IHCA/ICLA
Tony Smith, Eiguren Fisher Ellis
Kimberly Evans
Terese Sackos
Tammy Hall

The meeting was called to order at 9:00 AM MST by Heidi Brough Nye.

APPROVAL OF MINUTES

Ms. Simon made a motion to approve the minutes of October 9, 2014; November 3, 2014; and November 6, 2014. It was seconded by Ms. Hyde. Motion carried.

LEGISLATIVE REPORT

Ms. Cory gave the legislative report. She said that the proposed rules were going before the House Health and Welfare Committee on Friday, January 22, 2015 and asked if any of the Board members would be able to attend. There are also two additional bills going before the Legislature. One is to clarify that Boards served by the Bureau of Occupational Licenses can recoup attorney fees when a licensee is found to be in violation of the Boards laws and rules in disciplinary

cases. The other is regarding renewal and reinstatement processes and collecting fees from prior years of expired licenses.

FINANCIAL REPORT

Ms. Hall gave the financial report, which indicated that the Board had a negative balance of (\$84,290.56) as of December 31, 2014.

DISCIPLINE

Mr. Nelson presented a memorandum regarding case numbers RCA-2015-4, RCA-2015-6, RCA-2015-7, and RCA-2015-3.

Ms. Simon made a motion that the Board close case RCA-2015-4. It was seconded by Mr. Doty. Motion carried.

Ms. Hyde made a motion that the Board close case RCA-2015-7. It was seconded by Mr. Doty. Motion carried.

After discussion, the Board gave recommendations for appropriate discipline on cases RCA-2015-6 and RCA-2015-3.

Mr. Nelson presented a Stipulation and Consent Order in case RCA-2015-2. Ms. Simon made a motion to approve the Consent Order and allow the Board Chair to sign on behalf of the Board. It was seconded by Mr. Doty. Motion carried.

INVESTIGATIVE REPORT

Ms. Peel gave the investigative report, which is linked above.

FOR BOARD DETERMINATION

Ms. Simon made a motion to approve the Bureau's recommendation and authorize closure in cases I-RCA-2014-4, I-RCA-2014-30, I-RCA-2014-20, and I-RCA-2014-24. It was seconded by Mr. Doty. Motion carried.

OLD BUSINESS

To Do List – The Board reviewed the to do list and no action was taken.

Mr. Vande Merwe shared with the Board that the Idaho Health Care Association purchased new software and it will track the continuing education trainings for the participants.

NEW BUSINESS

NEXT BOARD MEETING

The next Board meeting is scheduled for April 23, 2015 at 9:00 AM MDT.

PROPOSED RULES COMMENT

The Board received one comment on the proposed fee increase. Ms. Brough Nye attempted to contact the individual. He has not returned her call.

NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS

The Board reviewed an invoice showing that \$1,500 is due for NAB membership dues. Mr. Hyde made a motion that the Board pay the membership dues. Mr. Doty seconded the motion. Motion carried.

Ms. Brough Nye attended the fall NAB meeting in San Francisco, California. There were 30 states represented. She encouraged everyone to review the NAB website.

ADMINISTRATOR POSITIVE RECOGNITION

Ms. Brough Nye discussed with the Board developing a recognition program for administrators. Facility Standards sends out letters to administrators when their facilities have good surveys. Ms. Cory said the Board has limited funds at this time since it is running on a negative balance. She also said it is the Idaho Health Care Association's role is to promote the profession. IHCA currently recognizes an Administrator of the year. The Board can put a link on its web page to Facility Standards survey reports that would show what facilities are doing a good job. The Board took no action.

ELECTIONS

Ms. Hyde made a motion to re-elect Ms. Brough Nye as Chair and Ms. Simon as Vice-Chair. Mr. Doty seconded the motion. Motion carried.

EXECUTIVE SESSION

Ms. Simon made a motion that the Board go into executive session under Idaho Code § 67-2345(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Mr. Doty. The vote was: Ms. Hyde, aye; Ms. Simon, aye; Mr. Doty, aye; and Ms. Brough Nye, aye. Motion carried.

Mr. Doty made a motion to come out of executive session. It was seconded by Ms. Hyde. The vote was: Ms. Hyde, aye; Ms. Simon, aye; Mr. Doty, aye; and Ms. Brough Nye, aye. Motion carried.

APPLICATIONS

Ms. Hyde made a motion to approve Kimberly Evans for examination. It was seconded by Mr. Doty. Motion carried.

Ms. Simon made a motion to approve Tammy Hall for examination. It was seconded by Mr. Doty. Motion carried.

Ms. Hyde moved to table the application for applicant 901062516 for more information. Mr. Doty seconded the motion. Motion carried.

ADJOURNMENT

Ms. Simon made a motion to adjourn the meeting at 11:50 AM MST. It was seconded by Ms. Hyde. Motion carried.

Heidi Brough Nye, Chair

Ann L Moss

Benjamin E Doty

Kristen E Hyde

Linda L. Simon

Tana Cory, Bureau Chief